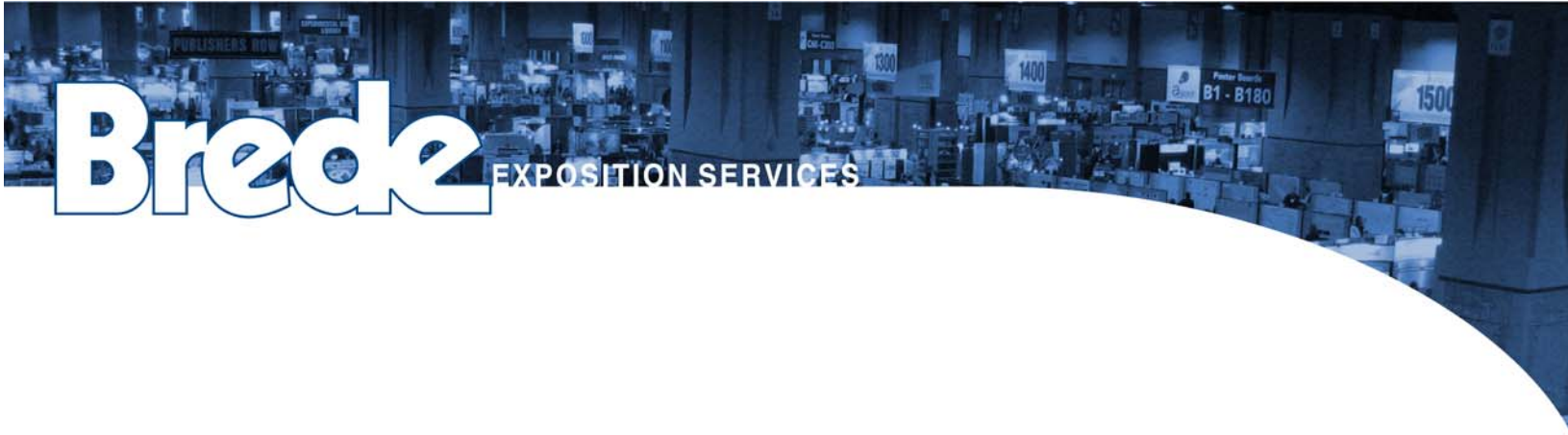



*AFCEA Defensive Cyber Operations Symposium*
Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *AFCEA Defensive Cyber Operations Symposium.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's AFCEA Defensive Cyber Operations Symposium Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

## Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

## Show Management

- Arina Kravets
- 703.631.6200
- Arina.kravets@jspargo.com

## Booths

Each 10' booth includes:

- 8' high back drape– Blue and White
- 3' high side drape– Blue
- (1) one-line booth ID sign with booth number
- Aisle carpet-Blue Jay (Blue & Black speckle)

**The exhibit hall is not carpeted.** Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: June 5, 2015

TO: Exhibiting Company Name and Booth #

FOR: AFCEA Defensive Cyber Operations Symposium
Brede Exposition Services
c/o ABF
6720 Washington Blvd.
Elkridge, MD 21075

### Direct to Show Site

Do not deliver prior to: June 14, 2015

TO: Exhibiting Company Name and Booth #

FOR: AFCEA Defensive Cyber Operations Symposium
c/o Brede Exposition Services
Baltimore Convention Center
One West Pratt St.
Baltimore, MD 21201

## Exhibitor Schedule

http://events.jspargo.com/AFCEAcyberops15/Public/Content.aspx?ID=53604

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 7:00 PM on May 7, 2015.

## Utilities & Services

http://events.jspargo.com/AFCEAcyberops15/Public/Content.aspx?ID=53604

Show Details

Information Form

*Please make your show site representative aware of the following policies.*

## Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

| | |
|---|---|
| Carpet and furnishings rentals | May 29, 2015 |
| Brede standard exhibits rentals | May 29, 2015 |
| Brede custom exhibits rentals | May 14, 2015 |
| Labor orders | May 29, 2015 |

- Freight received at the warehouse after the deadline will incur an additional charge.

| | |
|---|---|
| Advance shipments to warehouse to arrive by: | June 5, 2015 |
| Shipments to show site to arrive no sooner than: | June 14, 2015 |

## Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

## Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

## Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

## Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

## Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies



*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Required Form

*This form must accompany any completed order form(s) submitted to Brede.*
*Payment Method must be completed to process orders.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Order Summary

| | |
|---|---|
| *Carpet* | $ _____ |
| *Tables & Accessories* | $ _____ |
| *Brede Rental Exhibits* | $ _____ |
| *Material Handling* | $ _____ |
| *Labor* | $ _____ |
| *Forklift* | $ _____ |
| *Hanging Sign* | $ _____ |
| *Booth Cleaning* | $ _____ |
| *Graphics* | $ _____ |
| Total Due | $ _____ |

## Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
*include certificate*

Brede Job #
505-105

Our Federal ID #
52-1248980

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include AFCEA Defensive Cyber Operations Symposium and booth number on all payments.

Check Number _____ Dated _____ Amount _____

## Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Order Summary / Payment Method

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Required Form

*This form must accompany any completed order form(s) submitted to Brede.*
*A credit card must be on file prior to the delivery of any goods or services.*
*Orders received without full payment or credit card information will not be processed.*

## Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

## Credit Card

*I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.*

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | | |

Exhibiting Company _____

Booth Number _____

Credit Card Authorization

Find more on Brede.com

*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

**Order Form**

*Submit this form if you wish to rent carpet, visqueen, or padding from Brede.*
*Enter the Carpet Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

Find more on Brede.com

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

## Standard Carpeting

*Select from Standard Colors (if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

| *Qty* | *Size* | | *Advance* | *Standard* | *Subtotal* |
|---|---|---|---|---|---|
| _____ | 10' Carpet | | $ 152.00 | $ 197.60 | $ _____ |
| _____ | 20' Carpet | | $ 304.00 | $ 395.25 | $ _____ |
| _____ | 30' Carpet | | $ 456.00 | $ 593.00 | $ _____ |
| _____ | 40' Carpet | | $ 608.00 | $ 790.50 | $ _____ |
| _____ | Full Coverage | _____ x _____ = _____ sq. ft *(100 sq. ft. minimum)* | $ 3.75 *per sq. ft.* | $ 5.00 *per sq. ft.* | $ _____ |

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

## Options

| | | | | | |
|---|---|---|---|---|---|
| _____ | Carpet Padding | _____ x _____ = _____ sq. ft | $ .54 *per sq. ft.* | $ .70 *per sq. ft.* | $ _____ |
| _____ | Visqueen | _____ x _____ = _____ sq. ft | $ .30 *per sq. ft.* | $ .40 *per sq. ft.* | $ _____ |

## Plush Custom Carpeting

*Select from Custom Colors*

☐ Charcoal ☐ White ☐ Burgundy ☐ Navy ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

| | | | | | |
|---|---|---|---|---|---|
| _____ | Full Coverage | _____ x _____ = _____ sq. ft *(100 sq. ft. minimum)* | $ 4.75 *per sq. ft.* | $ 6.25 *per sq. ft.* | $ _____ |

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal $ _____

6% MD Tax $ _____

**Carpet Total** $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Carpet Requirement

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Order Form

*Submit this form if you wish to rent tables, risers or furnishings from Brede.*
*Enter the Table & Accessories Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Tables

| Qty | Item | Advance | Standard | Subtotal |
|---|---|---|---|---|
| | **30" High Display Tables (includes white vinyl top, 3 side drape)** | | | |
| | 4' x 2' draped table | $ 107.00 | $ 139.00 | $ |
| | 6' x 2' draped table | $ 121.00 | $ 157.50 | $ |
| | 8' x 2' draped table | $ 149.50 | $ 194.50 | $ |
| | 4th side drape | $ 47.00 | $ 61.00 | $ |
| | 4' x 2' undraped table | $ 51.00 | $ 66.50 | $ |
| | 6' x 2' undraped table | $ 65.00 | $ 84.50 | $ |
| | 8' x 2' undraped table | $ 68.00 | $ 88.50 | $ |
| | **42" High Display Tables (includes white vinyl top, 3 side drape)** | | | |
| | 4' x 2' draped table | $ 138.00 | $ 179.50 | $ |
| | 6' x 2' draped table | $ 158.00 | $ 205.50 | $ |
| | 8' x 2' draped table | $ 178.00 | $ 231.50 | $ |
| | 4th side drape | $ 47.00 | $ 61.00 | $ |
| | 4' x 2' undraped table | $ 78.25 | $ 101.75 | $ |
| | 6' x 2' undraped table | $ 91.75 | $ 119.25 | $ |
| | 8' x 2' undraped table | $ 102.00 | $ 132.75 | $ |
| | **12" Tabletop Risers (includes white vinyl top)** | | | |
| | 4' x 12" draped riser | $ 53.00 | $ 69.00 | $ |
| | 6' x 12" draped riser | $ 71.00 | $ 92.50 | $ |

## Accessories

Find more on Brede.com

| Qty | Item | Advance | Standard | Subtotal |
|---|---|---|---|---|
| | Padded Side Chair—Grey | $ 52.00 | $ 67.75 | $ |
| | Padded Arm Chair—Grey | $ 71.00 | $ 92.50 | $ |
| | Swivel Chair—-Grey | $ 79.50 | $ 103.50 | |
| | Counter Stool with Back | $ 86.00 | $ 112.00 | $ |
| | 30" Pedestal Table ☐ 30" d ☐ 36" d | $ 83.00 | $ 108.00 | $ |
| | 42" Pedestal Table ☐ 30" d ☐ 36" d | $ 83.00 | $ 108.00 | $ |
| | Waste basket | $ 22.75 | $ 29.75 | $ |
| | Floor Easel | $ 47.00 | $ 61.00 | $ |
| | Sign Stand 22" x 28" | $ 53.00 | $ 69.00 | $ |
| | Bag Rack | $ 47.00 | $ 61.00 | $ |
| | Waterfall Rack | $ 47.00 | $ 61.00 | $ |
| | Literature Rack | $ 80.00 | $ 104.00 | $ |
| | Garment Rack | $ 71.00 | $ 91.25 | $ |
| | Tackboard 8'x4' (horizontal only) | $ 139.00 | $ 180.75 | $ |
| | Perfboard 8' x 4' (horizontal only) | $ 139.00 | $ 180.75 | $ |
| | 3' high drapery (per ft) | $ 17.00 | $ 22.25 | $ |
| | 8' high drapery (per ft) | $ 20.75 | $ 27.00 | $ |

☐ ☐

*Select Drape Color (if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal $ _____

6% MD Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Tables & Accessories

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

## Order Form

*Submit this form if you wish to rent a hardwall exhibit from Brede.*
*Please contact Brede if you would like to inquire about our Custom Rental Exhibits.*
*Enter the Rental Exhibits Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

### Plan A: 10' In-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

| Qty | Item | Advance | Standard | Subtotal |
|---|---|---|---|---|
| _____ | White Hardwall Panels | $ 2,417.00 | $ 3,142.00 | $ _____ |
| _____ | Color Hardwall Panels | $ 2,667.00 | $ 3,467.00 | $ _____ |
| _____ | Velcro Compatible Panels | $ 3,282.00 | $ 4,266.50 | $ _____ |

### Plan B: 20' In-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

| Qty | Item | Advance | Standard | Subtotal |
|---|---|---|---|---|
| _____ | White Hardwall Panels | $ 4,381.00 | $ 5,695.00 | $ _____ |
| _____ | Color Hardwall Panels | $ 4,781.00 | $ 6,215.00 | $ _____ |
| _____ | Velcro Compatible Panels | $ 5,765.00 | $ 7,494.50 | $ _____ |

## Color

*Select Panel Color (Hardwall Color/Velcro Panels)* ☐ Black ☐ Blue ☐ Grey

*Select Carpet Color:* ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Red ☐ Plum ☐ Grey ☐ Burgundy ☐ Forest Green

## Header Copy:

*Header Copy* ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

## Additional Options

| Qty | Item | Advance | Standard | Subtotal |
|---|---|---|---|---|
| _____ | Standard Counter 18"x39"x40" | $ 181.50 | $ 236.00 | $ _____ |
| _____ | Adjustable Shelves | $ 46.00 | $ 60.00 | $ _____ |
| _____ | Spot Lights (use w/ rental only) | $ 51.00 | $ 66.50 | $ _____ |

*Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.*

## Need More Options?

*Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.*

*For custom possibilities, please contact Brede.*

## Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal $ _____

6% MD Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Brede Rental Exhibits

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

**Order Form**

*Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.*

Advance Order Discount Deadline: May 14, 2015

## Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

## Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

*Marketing Objectives* Please describe your goals for exhibiting at AFCEA Defensive Cyber Operations Symposium:

_____

_____

*Exhibit Requirements*

| | | | | |
|---|---|---|---|---|
| ☐ Reception Area | ☐ Focal Point | ☐ Literature Access | ☐ Theater | ☐ Interactive Monitors |
| ☐ Seating | ☐ Work Stations | ☐ Hospitality | ☐ Interactive Kiosks | |
| ☐ Lead Retrieval | ☐ Conference Area | ☐ Live Presentation Stage | ☐ Product Display | *(please describe product & requirements)* |

Pantone Colors: _____ _____

Corporate Website : _____ _____

*Budget Guidelines* Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐ Yes ☐ No

## Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Custom Rental Exhibits

Information Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.*

## Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability



phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

## Advance Shipments to the Warehouse

### Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after June 5, 2015 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

### Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

Material Handling Information

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

## Direct Shipments to Show Site

**Deadlines and Info**

- Do not ship to the facility prior to June 14, 2015. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

## Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates Include**

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or Skidded**

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

**Uncrated, Unskidded, or Wrapped**

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

**Small Package**

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Material Handling Information



*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

## Material Handling Documentation

### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

### Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: AFCEA Defensive Cyber Operations Symposium
Brede Exposition Services
c/o ABF
6720 Washington Blvd.
Elkridge, MD 21075

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by June 5, 2015 to avoid late charges.

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: AFCEA Defensive Cyber Operations Symposium
c/o Brede Exposition Services
Baltimore Convention Center
One West Pratt St.
Baltimore, MD 21201

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than June 14, 2015 during move-in hours.

### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

Material Handling Information

Order Form

*Submit this form if you will be shipping materials to the advance warehouse or show site.*
*Use the rates and calculator below to estimate your material handling charges.*
*Enter the Material Handling Estimate below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

## Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

| Description | *Material Handling Rate*<br>*Rates below include any applicable OT charges*<br>*per 100 lbs*<br>200 lb minimum charge |
|---|---|
| Advance to Warehouse: Crated | $118.00 |
| Direct to Show site: Crated | $115.00 |
| Advance to Warehouse: Special Handling | $148.00 |
| Direct to Show site: Special Handling | $144.00 |
| Direct to Show site: Uncrated, Unskidded, or Wrapped | $172.50 |
| Advance to Warehouse/Direct to Show site: Small Packages | $45.00 *each* |

| Additional Services | |
|---|---|
| Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after June 5, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply. | $27.00 *per 100 lbs.* |
| Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight. | $250.00 *round trip* |
| Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece. | |

## Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

| Carrier(s) | Tracking # or Shipped From | Date of Arrival | # Pieces | Est. Weight *CWT* | | Rate *per CWT* | | Estimated Cost *200 lb minimum* |
|---|---|---|---|---|---|---|---|---|
| | | | | | X | | = | $ |
| | | | | | X | | = | $ |
| | | | | | X | | = | $ |
| Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed. | | | | | | TOTAL | | $ |

Show Site Contact Name _____ Show Site Phone _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Material Handling Rates

Order Form

*Submit this form if you wish to display a vehicle at show site.*
*This form must be received by Brede prior to vehicles being received.*
*Enter the Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

## Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

## Rate

| # Vehicles | | Round Trip Spotting Fee | | Subtotal |
|---|---|---|---|---|
| _____ | X | $250.00 | = | $ _____ |

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Mobile Equipment

Information Form

*By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.*

## Money-Saving Tips

### In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $115.00 per CWT = $230.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $115.00 per CWT = $230.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $115.00 per CWT = $230.00

  TOTAL cost of three shipments arriving *separately*: $690.00

  *OR*

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $115.00 per CWT = $230.00

  TOTAL cost of one *consolidated* shipment: $230.00 *Savings of $460.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips



*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

ADVANCE WAREHOUSE

*EXHIBIT MATERIAL*

*Rush to:*

Brede EXPOSITION SERVICES

c/o ABF

6720 Washington Blvd.

Elkridge, MD 21075

*AFCEA Defensive Cyber Operations Symposium*

*Baltimore Convention Center*
*Baltimore, MD*
*June 16-18, 2015*

*Exhibitor*

*Booth*

*Late to warehouse charges apply after:*

*June 5, 2015*

ADVANCE WAREHOUSE

*EXHIBIT MATERIAL*

*Rush to:*

Brede EXPOSITION SERVICES

c/o ABF

6720 Washington Blvd.

Elkridge, MD 21075

*AFCEA Defensive Cyber Operations Symposium*

*Baltimore Convention Center*
*Baltimore, MD*
*June 16-18, 2015*

*Exhibitor*

*Booth*

*Late to warehouse charges apply after:*

*June 5, 2015*

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

*Important notes: Warehouse is not temperature controlled.*
*Hazardous materials will not be accepted at the warehouse.*

DIRECT TO SHOW SITE

*EXHIBIT MATERIAL*

*Rush to:*

Brede EXPOSITION SERVICES

Baltimore Convention Center
One West Pratt St.
Baltimore, MD 21201

*AFCEA Defensive Cyber Operations Symposium*

*Baltimore Convention Center*
*Baltimore, MD*
*June 16-18, 2015*

*Exhibitor*

*Booth*

*Do not deliver prior to:*

*June 14, 2015*

DIRECT TO SHOW SITE

*EXHIBIT MATERIAL*

*Rush to:*

Brede EXPOSITION SERVICES

Baltimore Convention Center
One West Pratt St.
Baltimore, MD 21201

*AFCEA Defensive Cyber Operations Symposium*

*Baltimore Convention Center*
*Baltimore, MD*
*June 16-18, 2015*

*Exhibitor*

*Booth*

*Do not deliver prior to:*

*June 14, 2015*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

*Important note: Hazardous materials will not be accepted at show site.*

# Your official ground freight carrier
# ABF Freight[SM]

Let ABF Freight make the June 16-18, 2015
Baltimore Convention Center
Baltimore, MD

**AFCEA Defensive Cyber Operations Symposium**

The easiest you have attended!

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

## 800.654.7019

## Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation

Trust your important trade show shipment to the leader in exhibition transportation services

ABF Freight

# REQUEST FOR INFORMATION

## ABF FREIGHT℠ • TRADE SHOW SERVICES

**Show Name** _____ **Booth Number** _____

**Show Dates**_____

**Contractor** _____

**Name** _____ **Title** _____

**Company** _____

**Street Address** _____

**P.O. Box** _____ **City** _____ **State** _____

**Zip (P.O. Box)** _____ **Zip (Street Address)** _____

**Phone** _____ **Fax** _____ **Email** _____

**Estimated Exhibit Weight** _____ **Number of Shows Per Year** _____

**Normal Number of Exhibit Pieces** _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet**_____

**Would you like an ABF Freight Trade Show coordinator to call you with a quote or information?** ☐ **Yes** ☐ **No**

**If you are faxing this form,** please print a copy, complete the requested information, and then fax to **479.785.8701.**

**If you are completing electronically,** you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

# Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service

## Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today: 866-493-7447

## Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

*Some restrictions apply.

**CTFS, Inc.**
1325 Wilkes Street
Alexandria, VA 22314
**Phone:** 703.518.4720
**Fax:** 703.518.4729
**E-mail:** sales@ctfshows.com
www.ctfshows.com

Convention and Tradeshow Freight Services, Inc.

T/A WORLD EXPRESS

Mailing Address
P.O. Box 4806
Alexandria, VA 22303
(703) 518-4720 FAX: (703) 518-4729

Airport Office
1325-B Wilkes Street
Alexandria, VA 22314
(703) 518-4720

| BILLED AT | AIRBILL NUMBER |
|---|---|
| DCA | |

PLEASE REFER TO ENTIRE NUMBER

| DATE | ORIGIN CODE | DEST. CODE | VIA |
|---|---|---|---|
| | | | |

| SHIPPER | | | COMPANY SHIPPING TO | | |
|---|---|---|---|---|---|
| PICK-UP ADDRESS | | | ADDRESS | | |
| CITY | STATE | ZIP | CITY | STATE | ZIP |
| PERSON TO CONTACT | PHONE # | | NAME OF SHOW | PHONE # | |
| NAME OF SHOW | COMPANY EXHIBITING | BOOTH # | DRAYAGE CONTRACTOR | COMPANY EXHIBITING | BOOTH # |
| PERSON AT SHOW | CELL PHONE # | | PERSON TO CONTACT | PERSON AT SHOW | CELL PHONE # |
| BILL CHARGES TO OR CREDIT CARD #EXP SEC CODE | PHONE # | | REQUESTED DELIVERY DATE | | |
| ATTENTION OR NAME ON CREDIT CARD | FAX | | | | |
| STREET ADDRESS | E-MAIL | | | | |
| CITY | STATE | ZIP | | | |

| DIMENSIONAL WEIGHT | | | | DIMENSIONAL WEIGHT | | | | DIMENSIONAL WEIGHT | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PCS | L | W | H | PCS | L | W | H | PCS | L | W | H |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| Priority | Standard 2 Day | Deferred 3-5 Day | Special Pickup | Special Delivery | P.O.D. Requested Contact |
|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ AM ☐ PM | ☐ AM ☐ PM | ☐ VERBAL ☐ WRITTEN |

| NO. OF PCS. TOTAL | DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S |
|---|---|
| | ____ CARTONS OR BOXES<br>____ VINYL CASES OR TRUNKS<br>____ WOODEN CRATES<br>____ FLAT PIECES OR TUBES<br>____ SKIDS OR PALLETS<br>____ OTHER |

**SPECIAL INSTRUCTIONS**

Show Opens Date Time

Show Closes Date Time

CFS Will be Returning Shipment at Close of the Show Yes ☐ No ☐

BUSINESS HOURS _____ PICK-UP DATE _____

☐ CO. CHECK OK
☐ CERTIFIED CHECK ONLY

F.C.C.O.D. $

| WEIGHT | RATE SCALE | | |
|---|---|---|---|
| | | WT. RATE | |
| | ACTUAL WEIGHT | PICK UP | |
| | DIM. WT. | DEL. | |
| ☐ INSURANCE | $ | INS. | |
| | SPECIAL SERVICES | SPEC'L | |
| | | FUEL SURCHG. | |
| | | | |
| | | ADD'L CHARGES | |
| | | SUB TOTAL | |
| | | | |
| | | TOTAL | |

In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than 50¢/lb, or $50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1 ½% of the shipper's outstanding balance or $20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly or through his signing agents agrees to the above terms as well as those stated on the reverse side hereof.

REMIT PAYMENT TO:

**CONVENTION FREIGHT SERVICES, INC.**

P.O. BOX 4806
ALEXANDRIA, VA 22303
(703) 518-4720

X SHIPPER SIGN HERE

X PLEASE PRINT LAST NAME

X TRUCKER SIGN HERE

DATE TIME ☐ AM ☐ PM

| BILLED AT | AIRBILL NUMBER |
|---|---|
| DCA | |

Brede EXPOSITION SERVICES

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

**Order Form**

*Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: May 29, 2015

## Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

## Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

## Method

*Ground*

☐ ABF ☐ Other Ground _____

*Air*

☐ CTFS ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

## Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

## Shipping Labels Request

### Label Request

# of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Bill of Lading & Labels Request

Information Form

*These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

## Material Handling

Carpenters Local Union 491 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers and related equipment. They also have jurisdiction over all material handling equipment including, but not limited to, forklifts, tow motors, dollies, pallet jacks, etc.

An exhibitor may hand-carry any material that does not require the use of wheels or other material moving devices, provided that it does not require more than one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that weigh less than 30 pounds.

## Booth Labor

Carpenters Local Union 491 claims jurisdiction over all installation and dismantling of exhibits and displays including banners, signs, laying of floor coverings and the operation of all power tools etc. with the following exceptions:

- Up to two (2) full-time exhibitor employees may work without carpenter labor for one (1) hour during the move-in and one (1) hour during the move-out.
- Exhibitors may work in 10' x 10' booths without carpenter labor. Use of power tools is not permitted under any circumstance.

## Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

## Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

## In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Labor Guidelines: Baltimore



*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

**Order Form**

*Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.*
*Enter the Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

### *Installation*

Shipped:
- ☐ Warehouse
- ☐ Show site

Shipment :
- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Carpet:
- ☐ From Brede
- ☐ Shipped
- ☐ None

Blueprints/Instructions:
- ☐ Attached
- ☐ with Display-Crate # _____

Electrical under carpet:
- ☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

### *Dismantle*

*An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.*

*Please provide the following information:*

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Show Site Contact: _____

Phone #: _____

## Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

## Labor Rates

| | |
|---|---|
| ***Straight Time***<br>*Monday-Friday 8:00a.m.-4:30p.m.* | $83.00<br>*per person per hour* |
| ***Overtime***<br>*4:30 p.m.—8:00 a.m. Monday-Friday*<br>*All day Saturday, Sunday,*<br>*and observed union holidays* | $120.00<br>*per person per hour* |

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

## Estimate Costs

| | *Date Time* | *# Laborers Requested* | | *Est. Hrs. per laborer* | | *Total Hrs.* | | *Rate* per person* | | *Subtotal* | | *Brede Supervision (Subtotal X .30)* | | *Estimated Cost* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *Installation* | _____ | | X | | = | | X | | = | $ | + | $ | = | $ |
| *Dismantle* | _____ | | X | | = | | X | | = | $ | + | $ | = | $ |

## Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Labor

Brede EXPOSITION SERVICES

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Order Form

*Submit this form if you wish to rent forklift labor from Brede Exposition Services..*
*Enter the Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

*Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.*

## Forklift Rates

| | *Up to 5,000 lbs. capacity* forklift & operator per hour | *Helper* per person per hour |
|---|---|---|
| ***Straight Time*** *Monday-Friday 8:00a.m.-4:30p.m.* | $227.00 | $83.00 |
| ***Overtime*** *4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays* | $280.00 | $120.00 |

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

## Order Details

*Describe work to be done:*

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

*Please specify other equipment:*

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

*Four (4) Stage Forklift Required:* ☐ Yes ☐ No

*Contact responsible for move-in:* _____ *Phone #:* _____

## Estimate Costs

| | *Date Time* | *Heaviest Piece (lbs.)* | *# of Forklifts up to 5,000 lbs. (w/Operator)* | | *Est. Hrs. per Forklift* | | *Rate per hour* | | *Estimated Cost* |
|---|---|---|---|---|---|---|---|---|---|
| *Installation* | _____ _____ | | | X | | X | $ | = | $ |
| *Dismantle* | _____ _____ | | | X | | X | $ | = | $ |

## Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Forklift

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Order Form

*Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.*
*Brede is available for assembly, installation, and removal of any hanging signs.*
*Enter the Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

## Hanging Signs Rates

| | *Rate for Lift & Crew* *Per Hour* |
|---|---|
| *Straight Time* *Monday-Friday 8:00a.m.-4:30p.m.* | $435.00 |
| *Overtime* *4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays* | $590.00 |

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

## Order Details

*Weight* *(lbs)* _____

*Height* *(ft)* _____

*Length* *(ft)* _____

*Type*
- ☐ Fabric
- ☐ Metal
- ☐ Wood
- ☐ Truss

*Shape*
- ☐ Circle
- ☐ Square
- ☐ Triangle

*Electrical*
- ☐ Yes
- ☐ No

*Chain Motor*
- ☐ Yes
- ☐ No

*Assembly Required*
- ☐ Yes
- ☐ No

_____ ft from top aisle (booth # _____ )

_____ ft from left side (booth # _____ )

_____ ft from top of sign to the floor

_____ ft from right side (booth # _____ )

_____ ft from bottom aisle (booth # _____ )

## Estimate Costs

| | *Date Time* | *Hanging Signs Rate* | | *Est. Hrs.* | | *Subtotal Cost* | | *Brede Supervision (Subtotal X .30)* | | *Estimated Cost* |
|---|---|---|---|---|---|---|---|---|---|---|
| *Installation* | _____ _____ | $ | X | | = | | + | $ | = | $ |
| *Dismantle* | _____ _____ | $ | X | | = | | + | $ | = | $ |

## Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Hanging Sign

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

## Information Form

*Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.*

This is not an order form. These services must be ordered on-site.

## Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

## Storage Rates

- The rate for accessible storage is $140.00 per skid, plus access rates.

## Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

Find more on Brede.com

*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

## Order Form

*Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.*

## Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede, J Spargo & Associates and AFCEA as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

## Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Non-Official I&D Contractor

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Order Form

*Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.*
*Enter the Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Cleaning Options

| Select | Service | Days | | Booth Size (100 sq. ft. minimum) | | Advance (per sq. ft.) | Standard (per sq. ft.) | | Subtotal |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Vacuum once prior to show opening. *Includes emptying of waste baskets* | 1 | X | | X | $0.62 | $0.81 | $ | |
| ☐ | Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets* | 3 | X | | X | $0.51 | $0.66 | $ | |

*If special cleaning services are required, please call the Brede Customer Service Department.*

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Booth Cleaning

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

**Order Form**

*Submit this form if you wish to order signage from Brede.*
*Enter the Graphics Total below on Order Summary / Payment form.*
*Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: May 29, 2015

## Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

| Qty | Size | Advance | Standard | Subtotal |
|---|---|---|---|---|
| _____ | 11" X 14" | $ 75.75 | $ 98.50 | $ _____ |
| _____ | 14" X 22" | $ 87.25 | $ 113.50 | $ _____ |
| _____ | 22" X 28" | $ 103.00 | $ 134.00 | $ _____ |
| _____ | 28" X 44" | $ 169.00 | $ 219.75 | $ _____ |

*Indicate sign copy & layout here*

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

## Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

| Length | | Width | = | Square footage | X | Advance | Standard | = | $ | Subtotal |
|---|---|---|---|---|---|---|---|---|---|---|
| | X | | = | | X | $18.50 *per sq. ft.* | $24.00 *per sq. ft.* | = | $ | |

*Ten (10) sq. ft. minimum order*

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

*Select one*
☐ Vertical
☐ Horizontal

*Special instructions*

_____
_____
_____

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal $ _____
6% MD Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Graphics

# AFCEA Defensive Cyber Operations Symposium

Baltimore Convention Center
Baltimore, MD
June 16-18, 2015

Brede EXPOSITION SERVICES

Information Form

*Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.*

## Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

## Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

## Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

## Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

## Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

*Storage behind booth backwall is strictly prohibited.*

Fire Regulations

Find more on Brede.com

*phone* 301.937.8600
*fax* 301.937.6513
*e-mail* cswashington@brede.com

v015.1

# ACCENT

Tradeshow & Event Furnishings

www.GetAccent.com

ACCENT On Service...

ACCENT On Excellence!

CUSTOM FURNITURE

# Uptown

LOUNGE

A-1 Sofa, Black Suede
83″L x 32″D x 32″H

A-2 Loveseat, Black Suede
59″L x 32″D x 32″H

A-3 Chair, Black Suede
39″L x 32″D x 32″H

A-4 Bench, Black Suede
61″L x 20″D x 17″H

A-5 Cocktail Table, Nickel & Glass
52″L x 31″D x 19″H

A-6 End Table, Nickel & Glass
26″ Diameter x 22″H

A-7 Corner, Black Suede
33″L x 33″D x 28″H

A-8 Center, Black Suede
31″L x 33″D x 28″H

A-9 Half Ottoman, Black Suede
72″L x 36″D x 18″H

A-10 Cocktail Table, Black & Glass
48″L x 24″D x 17″H

A-11 End Table, Black & Glass
21″L x 21″D x 21″H

A-12 Floor Lamp
Black, 72″H

# Newport

B-1 Sofa, Tan Suede
79″L x 34″D x 32″H

B-2 Loveseat, Tan Suede
54″L x 34″D x 32″H

B-3 Chair, Tan Suede
32″L x 34″D x 32″H

B-4 Cocktail Table, Natural
48″L x 24″D x 17″H

B-5 End Table, Natural
24″Diameter x 21″H

B-6 Ottoman, Green Suede
32″L x 19″D x 17″H

B-7 Chair, Green Suede
32″L x 34″D x 32″H

LOUNGE

# Laredo

C-1 Sofa, Black Leather
77″L x 34″D x 32″H

C-2 Loveseat, Black Leather
54″L x 34″D x 32″H

C-3 Chair, Black Leather
32″L x 34″D x 32″H

C-6 Table Lamp,
Black & Chrome
22″H

D-4 Cocktail Table
Black Cube
30″L x 30″D x 16″H

D-5 Cocktail Table
Black Cylinder
30″Diameter x 15″H

D-6 End Table
Black Cube
24″L x 24″D x 20″H

## South Beach

E-1 Sofa, White
77″L x 34″D x 32″H

E-2 Chair, White
53″L x 34″D x 32″H

E-3 Bench, White
53″L x 27″D x 16″H

E-4 Sofa, Red
77″L x 34″D x 32″H

E-5 Chair, Red
53″L x 34″D x 32″H

E-6 Bench, Red
53″L x 27″D x 16″H

E-7 Square Cocktail
White & Chrome
31″L x 31″D x 15″H

E-9 End Table
White & Chrome
20″L x 20″D x 19″H

E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

## Barcelona

F-1 Chair, Red Barcelona
31″L x 35″D x 33″H
F-2 Ottoman, Red Barcelona
24″L x 24″D x 17″H

F-3 Chair, White Barcelona
31″L x 35″D x 33″H
F-4 Ottoman, White Barcelona
24″L x 24″D x 17″H

F-5 Chair, Black Barcelona
31″L x 35″D x 33″H
F-6 Ottoman, Black Barcelona
24″L x 24″D x 17″H

# Melrose

G-1 Sofa, Red Swirl
78″L x 41″D x 30″H

G-2 Chair, Red Swirl
40″L x 36″D x 30″H

G-3 Bench, Red Swirl
61″L x 21″D x 17″H

# Monte Carlo

H-1 Black Leather Sectional Loveseat
50″L x 38″D x 29″H

H-2 Black Leather Sectional Corner
40″L x 40″D x 29″H

H-3 White Leather Sectional Loveseat
50″L x 38″D x 29″H

H-4 White Leather Sectional Corner
40″L x 40″D x 29″H

H-5 White & Chrome Modern Sofa
72″L x 31″D x 26″H

H-6 White & Chrome Modern Chair
35″L x 32″D x 27″H

LOUNGE

## Contempo

I-1 Curved Sofa, White Leather
71″L x 34″D x 30″H

I-2 Curved Bench, White Leather
71″L x 34″D x 17″H

I-3 Round Ottoman, White Leather
40″L x 40″D x 17″H

I-4 Curved Sofa, Black Leather
71″L x 34″D x 30″H

I-5 Curved Bench, Black Leather
71″L x 34″D x 17″H

I-6 Round Ottoman, Black Leather
40″L x 40″D x 17″H

I-10 Da Vinci White & Chrome
Folding Sofa
74″L x 35″D x 36″H
Flat - 74″L x 48″D x 18″H

I-7 Cocktail Table, Chrome & Glass
45″L x 32″D x 18″H

I-8 End Table, Chrome & Glass
25″Diameter x 21″H

J-1B Black
Dynamic Chair
23″L x 24″D x 32″H

J-2G Green
Dynamic Chair
23″L x 24″D x 32″H

J-3O Orange
Dynamic Chair
23″L x 24″D x 32″H

J-4W White
Dynamic Chair
23″L x 24″D x 32″H

K-12 Stage Chair
Mocha Leather
28″L x 26″D x 32″H

K-13 Black Tub Chair
25″L x 25″D x 33″H

I-9 Glove Chair
White Leather & Chrome
30″L x 30″D x 32″H

K-15 Black Tulip Chair
22″L x 19″D x 36″H

J-10 White Cube
18″L x 18″D x 17″H

J-11 Black Leather Cube
18″L x 18″D x 18″H

G-4 LED Glow Cube
Adjustable Colors
20″L x 20″D x 20″H

# TABLES & SEATING

L-7W Table, White & Chrome
30″Diameter Top x 29″H

L-9WL Anaheim Chair
White Leather
18″L x 20″D x 36″H

L-9W White & Chrome Chair
16″L x 18″D x 31″H

M-5 Tall Bar Table
White & Chrome
30″ Diameter x 42″H

M-6 Curve Bar Stool
White & Chrome
17″L x 18″D x 35″H

M-14 Crescent Stool
White & Chrome
22″L x 19″D x 40″H

L-12W White & Chrome
Bar Stool
16″L x 18″D x 42″H

L-18 White & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-18B White Chrome Swivel
Stool (With Back)
23″L x 17″D x 42″H

L-19 Black & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-20 Table, Chrome
30″Diameter Top x 29″H

L-21 Chrome Chair
24″L x 18″D x 29″H

L-22 Tall Bar Table, Chrome
28″Diameter x 42″H

L-23 Chrome Bar Stool
20″L x 16″D x 39″H

# TABLES & SEATING

Table, Black
K-1 24″Diameter Top x 29″H
K-2 30″Diameter Top x 29″H
K-3 36″Diameter Top x 29″H
K-4 42″Diameter Top x 29″H

K-5 Black Euro Chair
22″L x 23″D x 28″H

K-6 Jet Black Chair
16″L x 18″D x 31″H

Tall Bar Table, Black
K-7 24″Diameter Top x 42″H
K-8 30″Diameter Top x 42″H
K-9 36″Diameter Top x 42″H

K-10 Black Bar Stool
21″L x 20″D x 41″H

K-11 Jet Black Bar Stool
16″L x 18″D x 42″H

Table, Maple & Chrome
L-1 30″Diameter Top x 29″H
L-2 36″Diameter Top x 29″H

L-3 Maple & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Maple & Chrome
L-4 30″Diameter Top x 42″H
L-5 36″Diameter Top x 42″H

L-6 Maple & Chrome
Bar Stool
16″L x 18″D x 42″H

Table, Black & Chrome
L-7 30″Diameter Top x 29″H
L-8 36″Diameter Top x 29″H

L-9 Black & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Black & Chrome
L-10 30″Diameter Top x 42″H
L-11 36″Diameter Top x 42″H

L-12 Black & Chrome
Bar Stool
16″L x 18″D x 42″H

# TABLES & SEATING

L-14 Table, Black & Glass
42" Square Top
(Rounded Corners) x 29"H

L-15 Table, Chrome & Glass
36"Diameter Top x 29"H

L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H

M-1 Chair, Black & Blue
20"L x 20"D x 32"H

M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel

M-3 Chair, Black & Red
20"L x 20"D x 32"H

M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel

Gelato Table
24"Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White

Pedestal, Black
N-1 12″L x 12″D x 30″H
N-2 12″L x 12″D x 36″H
N-3 12″L x 12″D x 42″H

Pedestal, Grey
N-4 12″L x 12″D x 30″H
N-5 12″L x 12″D x 36″H
N-6 12″L x 12″D x 42″H

Pedestal, Black
N-7 18″L x 18″D x 36″H
N-8 18″L x 18″D x 42″H

Pedestal, Grey
N-9 18″L x 18″D x 36″H
N-10 18″L x 18″D x 42″H



Pedestal, White
N-15 18″L x 18″D x 36″H
N-16 18″L x 18″D x 42″H

N-11 Pedestal, Black
24″L x 24″D x 42″H

N-12 Pedestal, Grey
24″L x 24″D x 42″H

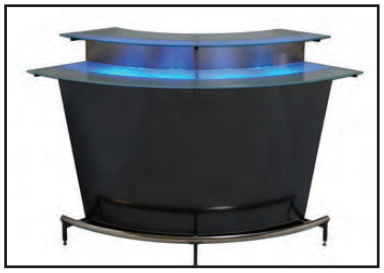
N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

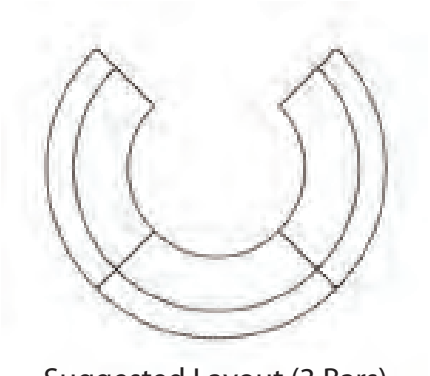
E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

# BARS AND RECEPTION COUNTERS

O-1 Martini Bar
50″L x 50″D x 47″H



O-2 Martini Bar with colored lighting option.
No Electric Required



Suggested Layout (3 Bars)

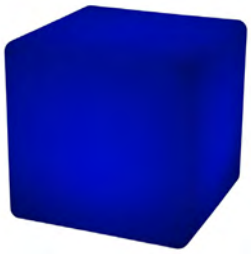
O-3 Cosmopolitan Bar
72″L x 27″D x 42″H

O-4 Cosmopolitan Bar with colored lighting option. Electric Required

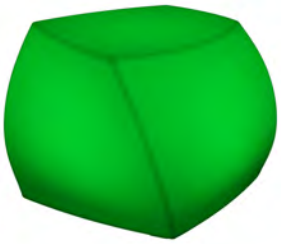
O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Contour Reception Counter with Literature Holder - Black
45″L x 21″D x 41″H

O-7 Contour Reception Counter with Literature Holder - Grey
45″L x 21″D x 41″H



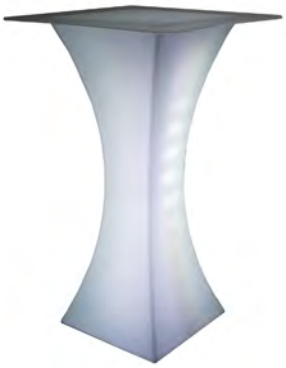
G-4 LED Glow Cube
20″L x 20″D x 20″H



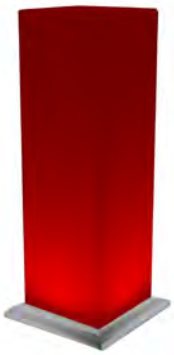
G-5 LED Glow Twisted Cube
22″L x 22″D x 17″H

LED GLOW Furniture with Adjustable Colors

LED GLOW

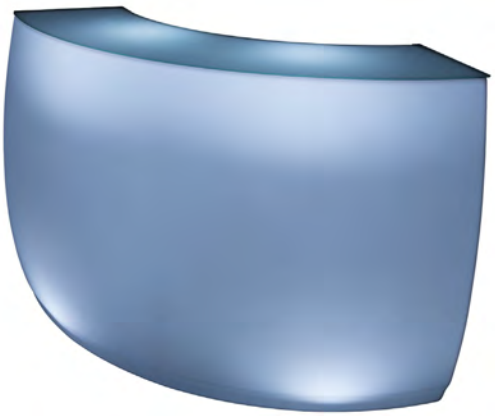


G-6 LED Glow Fluted Bar Table
26″L x 26″D x 43″H

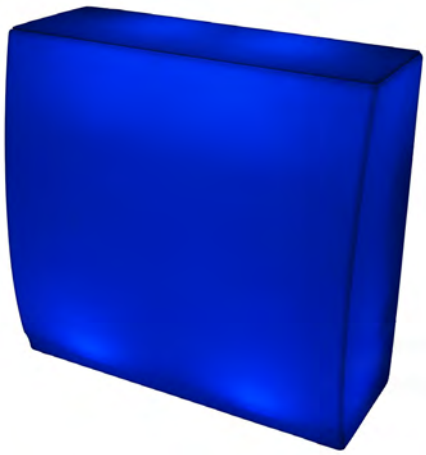


G-7 LED Glow Pedestal
12″L x 12″D x 38″H

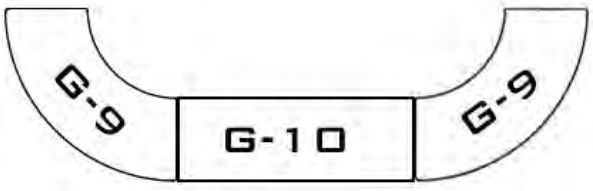
G-8 LED Glow Cylinder Pedestal
15″Dia. x 38″H



G-9 LED Glow Curve Bar
64″L x 23″D x 42″H



G-10 LED Glow Straight Bar
48″L x 19″D x 42″H



# CONFERENCE TABLES

Conference Table, Maple
P-1 6 Ft.- 72″L x 36″D x 29″H
P-2 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Mahogany
P-3 6 Ft.- 72″L x 36″D x 29″H
P-4 8 Ft.- 96″L x 48″D x 29″H
P-5 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Honey Oak
P-6 6 Ft.- 72″L x 36″D x 29″H
P-6C 8 Ft.- 96″L x 36″D x 29″H

Conference Table, Black Oval
P-7 6 Ft.- 72″L x 36″D x 29″H
P-8 8 Ft.- 96″L x 48″D x 29″H
P-9 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Grey Oval
P-10 6 Ft.- 72″L x 36″D x 29″H
P-11 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Black & Glass
P-12 5 Ft.- 60″L x 36″D x 29″H

P-13 Chrome Table, Frosted Glass
53″L x 33″D x 29″H

P-14 Table, Honey Oak Round
42″Diameter Top x 29″H

P-15 Table, Mahogany Round
42″Diameter Top x 29″H

P-16 Conference Table, White
79″L x 36″D x 30″H

**T-20** 6.5’ Montego Table
78”L x 35”D x 30”H

**T-21** Montego Chair
20”L x 21”D x 34”H

# CONFERENCE CHAIRS

Q-1 Leather Executive
25″L x 28″D x 43″H

Q-2 Mesh Executive
28″L x 23″D x 38″H

Q-3 White Leather Izzo
25″L x 28″D x 42″H

Q-4 Black Leather Izzo
25″L x 28″D x 42″H

Q-5 Black Jr. Executive
24″L x 25″D x 38″H

Q-6 Grey Jr. Executive
24″L x 25″D x 38″H

Q-7 Black Sled
24″L x 24″D x 32″H

Q-8 Grey Sled
24″L x 24″D x 32″H

Q-9 Black & Chrome Breuer
19″L x 23″D x 31″H

Q-10 Grey & Chrome Breuer
19″L x 23″D x 31″H

Drafting Stool
20″L x 23″D x 51″H Seat Height: 23″-33″
Q-11 Black
Q-12 Grey

Secretarial Chair
20″L x 23″D x 36″H Seat Height: 16″-21″
Q-13 Black
Q-14 Grey

# ACCESSORIES

O-8 Tall Computer Table
36″L x 30″D x 42″H

O-9 Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Square Base x 68″H

O-13 Free Standing Mirror, Black
15″L x 71″H

O-14 Literature Stand,
6 Pocket
10″L x 9″D x 64″H

O-15 Literature Stand,
Silver Folding
11″L x 15″D x 60″H

O-16 Literature Stand,
Black Folding
11″L x 15″D x 60″H

iPad Stand
41″H x 14″Dia. Base
O-18 White
O-19 Black

R-1 Etagere, Black (Glass Shelves)
30″L x 14″D x 67″H

R-2 Etagere, Chrome (Glass Shelves)
30″L x 14″D x 67″H

Bookcase, 48″
36″L x 12″D x 48″H
R-3 Grey
R-4 Black

Bookcase, 72″
36″L x 12″D x 72″H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15″L x 25″D x 29″H
R-7 Grey
R-8 Black

R-9 Filing Cabinet, Black 4-Drawer
15″L x 25″D x 52″H

Storage Cabinet, 42″
36″L x 18″D x 42″H
R-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72″
36″L x 18″D x 72″H

S-1 Desk, Natural & Black
60″L x 30″D x 29″H

S-2 Credenza, Natural & Black
60″L x 20″D x 29″H

S-3 Desk, Honey Oak
60″L x 30″D x 29″H

S-4 Credenza, Honey Oak
66″L x 20″D x 29″H

S-5 Desk, Mahogany
60″L x 30″D x 29″H

S-6 Credenza, Mahogany
60″L x 20″D x 29″H

S-7 Desk, Grey
60″L x 30″D x 29″H

S-8 Credenza, Grey
60″L x 20″D x 29″H

# ACCENT Tradeshow & Event Furnishings

3438 Maggie Blvd. * Orlando FL 32811 * Phone 407.648.7474

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| | | |
|---|---|---|
| A-1 | Black Suede Sofa | $425 |
| A-2 | Black Suede Loveseat | $385 |
| A-3 | Black Suede Chair | $270 |
| A-4 | Black Suede Bench | $241 |
| A-5 | Nickel/Glass Ckt Table | $178 |
| A-6 | Nickel/Glass End Table | $161 |
| A-7 | Black Suede Corner | $270 |
| A-8 | Black Suede Armless | $270 |
| A-9 | Blk/Half Round Ottoman | $339 |
| A-10 | Black/Glass Ckt Table | $178 |
| A-11 | Black/Glass End Table | $161 |
| A-12 | Black Floor Lamp | $86 |
| B-1 | Tan Suede Sofa | $425 |
| B-2 | Tan Suede Loveseat | $385 |
| B-3 | Tan Suede Chair | $270 |
| B-4 | Natural Ckt Table | $178 |
| B-5 | Natural End Table | $161 |
| B-6 | Green Suede Ottoman | $150 |
| B-7 | Green Suede Chair | $270 |
| C-1 | Black Leather Sofa | $425 |
| C-2 | Black Leather Loveseat | $385 |
| C-3 | Black Leather Chair | $270 |
| C-6 | Black/Chrome Lamp | $86 |
| D-4 | Black Cube Ckt Table | $184 |
| D-5 | Black Round Ckt Table | $184 |
| D-6 | Black Cube End Table | $167 |
| E-1 | White Southbeach Sofa | $512 |
| E-2 | White Southbeach Chair | $328 |
| E-3 | White Southbeach Bench | $241 |
| E-4 | Red Southbeach Sofa | $512 |
| E-5 | Red Southbeach Chair | $328 |
| E-6 | Red Southbeach Bench | $241 |
| E-7 | White Square Ckt Table | $172 |
| E-9 | White End Table | $161 |
| E-10 | White Cube End / Charger | $225 |
| F-1 | Barcelona Chair Red | $362 |
| F-2 | Barcelona Ottoman Red | $184 |
| F-3 | Barcelona Chair White | $362 |
| F-4 | Barcelona Ottoman White | $184 |
| F-5 | Barcelona Chair Black | $362 |
| F-6 | Barcelona Ottoman Black | $184 |
| G-1 | Red Swirl Melrose Sofa | $512 |
| G-2 | Red Swirl Melrose Chair | $328 |
| G-3 | Red Swirl Melrose Bench | $241 |
| G-4 | LED Glow Cube | $185 |
| G-5 | LED Glow Twist Cube | $195 |
| G-6 | LED Fluted Bar Table | $245 |
| G-7 | LED Glow Pedestal | $235 |
| G-8 | LED Cylinder Pedestal | $235 |
| G-9 | LED Glow Curve Bar | $975 |
| G-10 | LED Glow Straight Bar | $875 |
| H-1 | Black Sectional Loveseat | $448 |
| H-2 | Black Sectional Corner | $328 |
| H-3 | White Sectional Loveseat | $448 |
| H-4 | White Sectional Corner | $328 |
| H-5 | Wht/Chrm Modern Sofa | $475 |
| H-6 | Wht/Chrm Modern Chair | $275 |
| I-1 | White Curve Sofa | $489 |
| I-2 | White Curve Bench | $316 |
| I-3 | White Round Ottoman | $241 |
| I-4 | Black Curve Sofa | $489 |
| I-5 | Black Curve Bench | $316 |
| I-6 | Black Round Ottoman | $241 |
| I-7 | Chrome/Glass Ckt Table | $201 |
| I-8 | Chrome/Glass End Table | $178 |
| I-9 | Wht/Chrome Glove Chair | $282 |
| I-10 | Da Vinci White Sofa | $475 |
| J-1B | Dynamic Black Chair | $144 |
| J-2G | Dynamic Green Chair | $144 |
| J-3O | Dynamic Orange Chair | $144 |
| J-4W | Dynamic White Chair | $144 |
| J-10 | White Cube Ottoman | $109 |
| J-11 | Black Leather Cube | $109 |
| K-1 | 24" Black Table | $132 |
| K-2 | 30" Black Table | $132 |
| K-3 | 36" Black Table | $150 |
| K-4 | 42" Black Table | $178 |
| K-5 | Black Euro Chair | $120 |
| K-6 | Jet Black Chair | $120 |
| K-7 | 24" Black Tall Bar Table | $172 |
| K-8 | 30" Black Tall Bar Table | $172 |
| K-9 | 36" Black Tall Bar Table | $184 |
| K-10 | Black Barstool | $150 |
| K-11 | Jet Black Bar Stool | $172 |
| K-12 | Mocha Stage Chair | $161 |
| K-13 | Black Tub Chair | $241 |
| K-15 | Black Tulip Chair | $172 |
| L-1 | 30" Maple Table | $150 |
| L-2 | 36" Maple Table | $161 |
| L-3 | Maple/Chrome Chair | $144 |
| L-4 | 30" Maple Tall Bar Table | $178 |
| L-5 | 36" Maple Tall Bar Table | $184 |
| L-6 | Maple/Chrome Bar Stool | $172 |
| L-7 | 30" Black/Chrome Table | $138 |
| L-7W | 30"White/Chrome Table | $138 |
| L-8 | 36" Black/Chrome Table | $155 |
| L-9 | Black/Chrome Chair | $144 |
| L-9W | White / Chrome Chair | $144 |
| L-9WL | White Anaheim Chair | $144 |
| L-10 | 30" Blk/Chrome Tall Bar Tl | $178 |
| L-11 | 36" Blk/Chrome Tall Bar Tl | $184 |
| L-12 | Black/Chrome Bar Stool | $172 |
| L-12W | White / Chrome Bar Stool | $172 |
| L-14 | Black/Glass Table | $155 |
| L-15 | Chrome/Glass Table | $150 |
| L-17 | Chrome/Glass Tall Bar Tbl | $195 |
| L-18 | Wht/Chrome Swivel Stool | $150 |
| L-18B | Wht Swivel Stool w/ Back | $184 |
| L-19 | Blk/Chrome Swivel Stool | $150 |
| L-20 | 30" Chrome Table | $155 |
| L-21 | Chrome/Chrome Chair | $144 |
| L-22 | 30" Chrome Tall Bar Tbl | $184 |
| L-23 | Chrome/Chrome Bar Stool | $172 |
| M-1 | Blue/Black Chair | $144 |
| M-2 | Blue/Black Bar Stool | $172 |
| M-3 | Red/Black Chair | $144 |
| M-4 | Red/Black Bar Stool | $172 |
| M-5 | 30" Wht/Chrome Tall Bar | $178 |
| M-6 | Whtite Curve Bar Stool | $184 |
| M-7 | White Gelato Table | $225 |
| M-8 | Grey Gelato Table | $225 |
| M-9 | Black Gelato Table | $225 |
| M-10 | Red Scoop Chair | $172 |
| M-11 | Grey Scoop Chair | $172 |
| M-12 | Back Scoop Chair | $172 |
| M-13 | White Scoop Chair | $172 |
| M-14 | White Crescent Stool | $184 |
| N-1 | 12x12x30 Black Ped | $172 |
| N-2 | 12x12x36 Black Ped | $184 |
| N-3 | 12x12x42 Black Ped | $195 |
| N-4 | 12x12x30 Grey Ped | $172 |
| N-5 | 12x12x36 Grey Ped | $184 |
| N-6 | 12x12x42 Grey Ped | $195 |
| N-7 | 18x18x36 Black Ped | $207 |
| N-8 | 18x18x42 Black Ped | $218 |
| N-9 | 18x18x36 Grey Ped | $207 |
| N-10 | 18x18x42 Grey Ped | $218 |
| N-11 | 24x24x42 Black Ped | $230 |
| N-12 | 24x24x42 Grey Ped | $230 |
| N-13 | 24x24x42 Black w/ Tray | $316 |
| N-14 | 24x24x42 White w/ Tray | $316 |
| N-15 | 18x18x36 White Ped | $207 |
| N-16 | 18x18x42 White Ped | $218 |
| O-1 | Martini Bar | $875 |
| O-2 | Martini Bar (w/ Light Kit) | $975 |
| O-3 | Cosmopolitan Bar | $857 |
| O-4 | Cosmo Bar (w/ Light Kit) | $975 |
| O-5 | Reception Counter | $236 |
| O-6 | Black Contour Reception | $385 |
| O-7 | Grey Contour Reception | $385 |
| O-8 | 42"h Computer Table | $225 |
| O-9 | 30"h Computer Table | $201 |
| O-10 | Parson Desk | $225 |
| O-11 | Refrigerator | $201 |
| O-12 | Coat Rack | $115 |
| O-13 | Black Mirror | $150 |
| O-14 | Literature Stand | $126 |
| O-15 | Silver Folding Lit. Stand | $167 |
| O-16 | Black Folding Lit. Stand | $167 |
| O-18 | Ipad Stand - White | $126 |
| O-19 | Ipad Stand - Black | $126 |
| P-1 | 6' Maple Conf. Table | $351 |
| P-2 | 8' Maple Conf. Table | $397 |
| P-3 | 6' Mahogany Conf. Tbl | $351 |
| P-4 | 8' Mahogany Conf. Tbl | $397 |
| P-5 | 10' Mahogany Conf. Tbl | $569 |
| P-6 | 6' Honey Oak Conf. Tbl | $351 |
| P-6C | 8' Honey Oak Conf. Tbl | $475 |
| P-7 | 6' Black Conf. Table | $333 |
| P-8 | 8' Black Conf. Table | $397 |
| P-9 | 10' Black Conf. Table | $569 |
| P-10 | 6' Grey Conf. Table | $333 |
| P-11 | 8' Grey Conf. Table | $374 |
| P-12 | 36x60 Glass Table | $316 |
| P-13 | Frosted Glass Table | $443 |
| P-14 | 42"Dia. Honey Table | $241 |
| P-15 | 42" Dia. Mahogany Table | $241 |
| P-16 | 6.5' White Conf. Table | $545 |
| Q-1 | Leather Executive Chair | $225 |
| Q-2 | Mesh Executive Chair | $225 |
| Q-3 | Wht/Leather Exec Chair | $276 |
| Q-4 | Blk/Leather Exec Chair | $276 |
| Q-5 | Blk Jr. Executive Chair | $190 |
| Q-6 | Grey Jr. Executive Chair | $190 |
| Q-7 | Black Sled Chair | $161 |
| Q-8 | Grey Sled Chair | $161 |
| Q-9 | Blk Chrome Breuer Chair | $144 |
| Q-10 | Gry Chrome Breuer Chair | $144 |
| Q-11 | Black Drafting Stool | $172 |
| Q-12 | Grey Drafting Stool | $172 |
| Q-13 | Black Secretarial Chair | $144 |
| Q-14 | Grey Secretarial Chair | $144 |
| R-1 | Black Etagere | $184 |
| R-2 | Chrome Etagere | $184 |
| R-3 | 48" Grey Bookcase | $150 |
| R-4 | 48" Black Bookcase | $150 |
| R-5 | 72" Grey Bookcase | $172 |
| R-6 | 72" Black Bookcase | $172 |
| R-7 | 2-Dr Grey File Cabinet | $126 |
| R-8 | 2-Dr Black File Cabinet | $126 |
| R-9 | 4-Dr Black File Cabinet | $150 |
| R-10 | 42" Grey Storage Cabinet | $150 |
| R-11 | 42" Black Storage Cabinet | $150 |
| R-12 | 72" Black Storage Cabinet | $184 |
| S-1 | Natural/Black Desk | $356 |
| S-2 | Natural/Black Credenza | $328 |
| S-3 | Honey Executive Desk | $356 |
| S-4 | Honey Credenza | $328 |
| S-5 | Mahogany Desk | $356 |
| S-6 | Mahogany Credenza | $328 |
| S-7 | Grey Executive Desk | $356 |
| S-8 | Grey Credenza | $328 |
| T-20 | Montego Conf.Table | $632 |
| T-21 | Montego Chair | $178 |

**Please fax order to 407.648.2542**

# ACCENT Tradeshow & Event Furnishings

*3438 Maggie Blvd. Orlando, FL 32811 Ph: 407-648-7474*

| Company Information | Delivery Information |
|---|---|
| Company Name: _____ | Event: _____ |
| _____ | Location: _____ |
| Address: _____ | **Booth #:** _____ |
| _____ | Open Date: _____ |
| Phone: _____ Fax: _____ | Close Date: _____ |
| E-Mail: _____ | Event Contact: |

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

| Item # | Description | Qty | Price | Total |
|---|---|---|---|---|
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**Credit Card Information**

Credit Card #:_____

Exp. Date:_____ Security Code #_____

Mastercard Visa AMEX Discover

Cardholders Name: _____
(Please Print)

Cardholders Signature:_____

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.
- Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual.

***Please fax order to 407.648.2542***